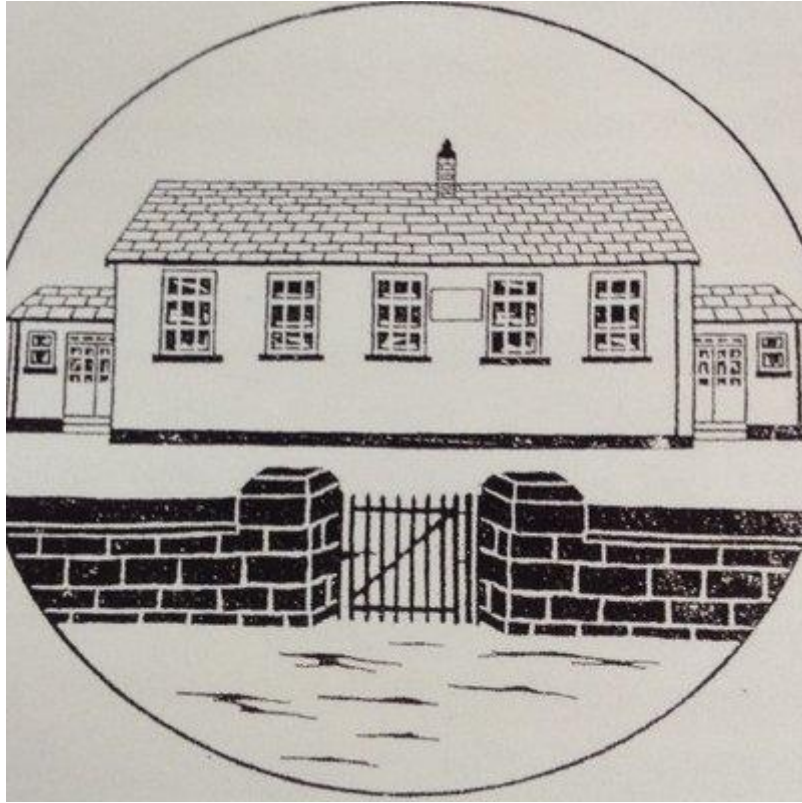


# **CREAVERY P.S.**



## **EDUCATIONAL VISITS Policy**

# **Creavery Primary School Educational Visits Policy**

## **1. Aims of the Policy**

The School recognizes the value to pupils of educational visits. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

The School also recognises and accepts that such visits may present challenges to the health and welfare of pupils. Educational visits will, therefore, be planned and operated in accordance with this policy and guidance so that everyone involved understands his/her responsibility and can participate fully in learning outside of the classroom.

This policy seeks to implement best practice guidance from EA as provided in "Educational Visits – Policy, Practice and Procedures" (2004) and "Educational Visits: Best Practice" (2009), and from DENI in "Every School a Good School: Guidance for Governors : Educational Visits"(2010).

## **2. Definitions**

**'Educational Visit'** includes but is not restricted to the following activities: off-site visits, study and cultural visits, hazardous and adventure activities and expeditions, overseas trips and residential trips. It is not intended to cover routine sporting activities or physical education.

**'Employee'** means anyone who works under a contract of employment with the E.A.

**'External Provider'** means any person or organisation other than the School or employee of the School who provides a service and/or facilitates an activity under a contract during the Educational Visit.

**'Group Leader'** means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.

**'Hazardous Activities'** include but are not restricted to activities such as winter sports, rock climbing, hill walking, skiing, mountaineering, surfing, skin or scuba diving, white-water rafting, caving, climbing, trekking and water sports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

**'Supervisor'** means any competent adult, aged 18 or over who has responsibilities and duties assigned to him/her during an Educational Visit.

### 3. Legal Requirements and Responsibilities

Under the Health and Safety at Work Act 1974, the Board of Governors is responsible for the health, safety and welfare at work of their employees. This duty extends to everyone involved in Educational Visits (to include but not restricted to teachers, volunteers, helpers and pupils and members of the public).

The Board of Governors carries out its legal responsibility by observing the Management of Health and Safety at Work Regulations 1999, as amended, made under the 1974 Act, which require them to:

- assess the risks of activities and record any significant risks;
- introduce measures to control those risks;
- tell their employees about these measures.

These duties apply at all times to all Educational Visits in the UK. Educational Visits outside of the UK will be subject to the law of that country, but if the risk assessment is carried out in the UK, it will also be subject to UK domestic law.

### 4. Individual responsibilities

The **Principal** is responsible for the authorisation of school trips and will ensure that application forms, risk assessment forms and, if required, transport arrangement forms have been completed, satisfy himself that risk assessments have been carried out, that appropriate safety measures are in place and that staff training needs have been addressed by the Group Leader for any educational visits to be approved.

He will ensure that:

- every educational visit will have a Group Leader who has been appointed or approved by the Principal;
- adult members of staff and volunteers have been vetted through AccessNI;
- the Group Leader is competent to plan (**EV1**), undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit;
- risk assessment(s) for the planned Educational Visit have been completed and appropriate health and safety measures are in place before final approval of any trip;
- he has the full itinerary, the address and telephone number of the venue of the educational visit, as well as contact details (**Appendix 1 – Educational Visits Documentation**) for staff and pupils.

The **Group Leader** is the teacher responsible for the planning, undertaking and supervision of an educational visit.

The Group Leader has responsibility for:

- the preparation of proper risk assessment(s) in consultation with the Principal;
- the supervision and conduct of the Educational Visit, including behaviour and discipline of the pupils as well as their health and safety.

The Group Leader will obtain approval (**EVA/EVP**) for the trip from the Principal and plan this within the constraints of the school's published calendar. He /she will carry out a risk assessment using the pro-forma contained in the School Risk Assessment Policy, undertake the briefing of group members and parents, where appropriate and provide adequate information to parents regarding the Educational Visit in order to obtain informed parental consent, and obtain such consent where appropriate.

It is also the responsibility of the Group Leader:

- to ensure that all pupils participating in the trip sign (inc. parents) and adhere to and sign the terms of the **Code of Conduct** published in Appendix 1 of this policy.
- to liaise with the Clerical Staff in order to ensure that all payments required are obtained in advance of any visit and that adequate insurance is in place and that all insurance conditions are complied with;
- to inform relevant staff (inc. Music Tutors, Swimming arrangements etc.) of absent pupils at least **5 working days** before departure;
- be responsible for confirming that adults who will attend the educational visit are properly vetted in accordance with the School's Child Protection Policy;
- obtain relevant medical information for pupils wishing to attend the Educational Visit and appraise himself/herself of Pupils' special educational and/or medical needs which may be relevant to the visit and liaise with other employees, teachers, supervisors, where appropriate;
- ensure that there is sufficient first aid provision (see designated First Aider) for each educational visit from appropriately qualified personnel if possible;
- prepare pupils, teachers, supervisors and volunteers in advance of the educational visit;
- obtain and carry emergency telephone numbers and details of emergency points of contact (see Office – Clerical Staff);

- take immediate steps to terminate the Educational Visit if there are unacceptable risks to the health or safety of the pupils or to anyone else on the visit;
- ensure that all pupils and parents are aware of the standard of behaviour expected on all Educational Visits and the consequences of breaching those standards.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, s/he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s)/carer(s).

**Parent Helpers/Supervisors** act as employees and ambassadors of the School, whether the educational visit takes place within normal working hours or outside those hours. Supervisors will do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances. They will:

- comply with the instructions of the Group Leader and help with control, behaviour and discipline;
- speak to the Group Leader if concerned about the health or safety of anyone attending the educational visit;
- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

Non-teacher adults acting as supervisors will be properly vetted, CRB checked and assessed in accordance with the School's Child Protection Policy by the Group Leader and Principal prior to the visit. They will not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

**Employees** also have a common law duty to act towards pupils as any reasonably prudent parent would do in the same circumstances. However, in some circumstances such as where employees specialise in a particular activity or lead more hazardous or adventure activities, there may be a higher duty of care.

All employees should adhere to the terms of this policy and confirm that they have read, understood and agree to comply with the terms of this Policy before engaging on any school trip.

Non-compliance with the terms of this policy and with general health and safety responsibilities will be taken seriously and may result in disciplinary action.

**Pupils** must not put themselves or others at risk and must follow the instructions of the Group Leader, teachers and supervisors.

They are expected to:

- adhere to the Code of Conduct at all times (**see Appendix 1 of this policy**);

- dress and behave sensibly and responsibly, using safety equipment as instructed;
- wear School uniform or kit unless permission has been given for other clothing;
- if abroad, be sensitive to local codes and customs.

**Parents** will contribute to the success of the visit by understanding and reinforcing the objectives and educational aims of the educational visit and by reinforcing the standard of behaviour and conduct expected of their child on the educational visit.

**Parents should:**

- complete permission slips (global or specific, as appropriate) and sign the Code of Conduct agreement;
- provide clear information on their child's health and/or any special needs, including the need for medical attention or medication;
- provide their up to date contact details or other appropriate contact details in the event they will be unavailable;
- attend any briefing sessions to be held by the Group Leader.

**5. Administration**

Approval in principle for any educational visit (EVA-Categories 1 & 2 and EVP-Categories 3, 4 & 5) must be obtained from the following before each visit can take place. Those planning any educational visit should obtain approval from the **Principal** for the following:

- for non-routine activities e.g. UK based trips or trips outside of the UK or hazardous activities – **(EVP)**;
- for routine academic trips e.g. theatre trips, concerts, museum visits or for recreational trips e.g. trips to the cinema, theatre –**(EVA)**;

To reduce the adverse impact of trips on the teaching and learning of pupils remaining in the School caused by teacher absences, all trips requiring overnight stays of more than one night, must be planned in detail allowing for the cover of such teacher absence before approval will be granted.

In addition, risk assessments and breakdown of proposed costs (including anticipated substitute teacher cover costs) must be completed by the Group Leader prior to seeking approval for the trip.

## 6. Risk Assessment

The Group Leader will consult with any relevant authorities, colleagues and external organisations to carry out a full and detailed risk assessment of hazards posed by the educational visit using the standardised risk assessment form in the Risk Assessment Policy.

Risk assessment forms for all educational visits must include completed forms for:

- all planned activities;
- other general considerations to include the venue and transport arrangements;
- medical requirements for individual pupils and management strategies;
- full contact details of staff and pupils;
- consideration of specific activities within the visit such as camping; ferry and flights; first aid needs; individual pupil requirements; nature of residential accommodation; arrangements for transport etc.

It is acceptable for generic risk assessments to be used for regular educational visits provided that hazards, risk factors and control measures remain the same, but all other administrative requirements should be observed. The Group Leader should continue to assess and reassess risk throughout each educational visit by way of “dynamic risk assessment.” If he/she considers that the hazards or risk factors unacceptable then the activity or educational visit itself should not go ahead.

## 7. Supervision

There shall be an adequate ratio of adults to pupils in order to supervise pupils during each educational visit. Ratios should become closer the more complex or hazardous the venue or activity.

An Emergency Plan shall make provision in the event of an emergency or incident, within the specified ratios of supervisors to pupils for a different supervisor or competent adult, to deal with any emergency or incident; seek emergency and/or medical assistance and communicate with the emergency contact at the School; and supervise the remainder of the party.

For local low risk visits in normal circumstances and subject to any special considerations the following optimum ratios may be appropriate:

**Years 1- 2: 1: 10**

**Years 3- 7: 1: 15**

**It is likely that additional supervision may be required on Residential Visits and Hazardous Activities (Residential & Non-Residential) – see page 6 Best Practice 2009.**

### **Overnight stays, residential visits or visits outside of the UK:**

All supervisors will be employees and a ratio of 1:10 will apply to pupils below 11 years of age. Mixed gender groups will, where possible, have at least one male and one female supervisor.

One supervisor should ideally be appropriately qualified in first aid if possible.

## **8. Consent**

Appropriate consent (**see Appendix 1 – Educational Visits Documentation for sample only**) must be obtained from at least one parent. Parents sign a **Global Permission Form** when their children are admitted to the School which provides written consent for various school activities including transport, photos etc.

Additional written consent must be obtained from at least one parent for:

- overnight and residential stays away from the School;
- visits outside the UK;
- hazardous activities
- visits that will cost more than £25.00.

The Group Leader will ensure that parents are given sufficient information in writing as well as conducting an information meeting to give them a true and accurate understanding of the educational visit in order to enable them to provide informed consent.

A copy of the written consent must be lodged with the Principal by the Group Leader. If consent is refused by one or both parents, the pupil shall not take part in the educational visit.

## **9. Child Protection**

The School's Child Protection Policy and procedures will apply at all times during Educational Visits. The Group Leader will carry out the duties of the Designated Child Protection teacher or will name an appropriate adult member of the group to do so. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be reported immediately to the Vice Principal (Designated Child Protection Teacher) and the Principal who will advise as to how the situation is to be managed.

## **10. Disability, Medical and Special Educational Needs**

The School will make every effort to ensure that educational visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender. Where there are doubts over the inclusion of a pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the pupil and the parent(s). If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupil(s) or anyone else on the educational visit, it may be reasonable to exclude a pupil from the educational visit on those grounds. A record should be maintained by the School of the reasons for the exclusion of that pupil from the educational visit.

## 11. Charging

The School reserves the right to charge for educational visits, transport, accommodation, equipment and other related costs. If payment is not received before the visit begins, the School reserves the right to exclude pupils from the Educational Visit. Where arrangements for sending a pupil home early have to be made, parents will normally be required to meet the costs of such arrangements. The School will not be obliged to refund the cost of the remainder of the visit. When charging for school trips, the cost of substitute teacher cover for staff members acting as group leader or supervisors must be calculated into the overall cost of the trip.

## 12. Hazardous Activities and External Providers

Anyone or any External Provider who leads a hazardous activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations. Where possible the Group Leader should obtain and check references from External Providers.

The Group Leader should check if External Providers (eg. Gortatole) are required to have a licence to provide licensed activities and, if so, that they hold a current licence. If the Group Leader is not leading the activity he/she should agree with the External Provider their respective roles and in particular who is going to be responsible for pupils during the activity and for what period of time. **The Group Leader, teachers and supervisors retain responsibility for the moral and emotional well-being of pupils during the activity** and should not hesitate to withdraw a pupil from an activity they judge to be unsafe or causing distress.

Prior to commencement of any hazardous activity, whether licensable or not, the Group Leader should be fully satisfied with the arrangements for health and safety. In the event that he/she is not satisfied he/she will consider, in consultation with the Principal whether it is appropriate to abort the activity altogether.

## 13. Transport

The Group Leader, as part of the planning and risk assessment of an educational visit, shall consider the transport requirements for the educational visit, including contingency planning for cancellation, delay or breakdown of the transport arrangements.

All transport bookings must be made through the School Office (School Clerical Officer) and only coach companies which have been vetted and approved by the E.A./School may be used.

The Group Leader should ensure with the School Office that the driver of the vehicle has the appropriate licences, insurances and is competent to drive the vehicle concerned.

#### 14. First Aid & Emergency Procedures

Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.

The Group Leader will ensure that there is adequate first aid provision on each educational visit. The minimum first aid requirements for educational visits are:

- a suitably stocked first aid container (**Appendix 8 – Educational Best Practice 2009 & Appendix 5 – Educational Visits Documentation**);
- one appointed person to take charge of first aid arrangements;
- risk assessment dealing with first aid requirements considering the nature and complexity of the activity and the number of pupils and supervisors;
- availability of ambulance services and other medical assistance and proximity to hospitals.

#### Emergency Procedures

- In the event of a young person being ill or injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury/illness is serious the Principal should be contacted immediately. Responsibility for informing relevant authorities rests with the Principal.
- If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the Principal in conjunction with the governing body should make arrangements for them to do so.
- A 'lost' procedure (see Missing Person Policy) should be known in advanced by every member of the group including:
  - action to be taken if separated from the group or lost
  - advice on where assistance may be sought
  - notifiable personnel and contact details
  - notification of safe return
- If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified without delay.

In the event of an emergency all members of the group should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group.

The Group Leader (or another Supervisor in the event that the Group Leader is unable to fulfil the role) should:

- summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;
- if there are casualties, ensure that they are accompanied if required to go to hospital and that the remainder of the group is adequately supervised;

- seek assistance from the First Emergency Contact and Principal / Vice-Principal where appropriate;
- follow the reporting procedures below.

### **15. Reporting Procedures - Following an Incident**

The Group Leader should ensure that any incident is properly recorded (**Appendix 3 – Educational Best Practice 2009 and Appendix 1 – Educational Visits Documentation**) and is reported to the First Emergency Contact and Principal as soon as reasonably practicable. Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Any statements to the police or other officials should only be made in the presence of a lawyer and on his/her advice.

Any incident where a pupil is taken from the accident site to hospital should be reported to Principal immediately. **An Accident/Incident Report** must be submitted to the Principal **within 48 hours** of return from the educational visit. This should be reported through the Accident Report Form held in the School Office.

## **Appendix 1**

### **Code of Conduct for Pupils**

Pupils who are participating in any extra-curricular activities/trips are ambassadors for the School and representing their parents and, as such, are bound at all times by the Behaviour and Discipline policy of Creavery Primary School.

Parents and pupils are expected to sign the “Code of Conduct” by which they agree to the procedures, practice and sanctions associated with external trips.

#### **Pupils are expected to:**

- co-operate fully with teaching staff and all other supervisory staff at all times;
- take responsibility for their own property and respect that of others;
- behave with courtesy and consideration to all members of the party as well as any members of the public with whom they come in contact;
- keep clean and tidy any facilities that they use, including any means of transport;
- treat the accommodation facilities appropriately. Any damage found or caused must be reported to a member of staff at once;
- report punctually for any activities, travel etc;
- behave in a safe and appropriate manner with all members of the party and all those with whom they come in contact in the course of the visit;
- advise teaching or supervisory staff immediately about any problems or concerns experienced during the visit;
- adhere strictly to the deadlines for ‘lights out’ set by the supervising staff.

#### **All pupils:**

- must remain in their rooms from that time (‘lights out’) until the following morning;
- follow the Group Leader’s arrangements for contacting member of staff if he/she wishes to contact another pupil or report a problem after lights out;
- seek the permission of a member of staff if they wish to borrow an item from another pupil’s room. Pupils should **NOT** enter any bedroom other than the one to which they have been allocated;
- adhere to normal school rules regarding appropriate use of cameras used and photographs taken on school trips; no photographs of staff or pupils are permitted without their consent

## **Sanctions**

Pupils and parents must be aware that breaches in the Code of Conduct may result in a sanction being applied.

Possible sanctions include;

- If there are concerns about a pupil's behaviour/work in school prior to the trip, the School reserves the right to withdraw permission for the pupil to participate in the school trip;
- During the trip, pupils in breach of school rules or causing concern will be spoken to and issued with a verbal warning by a member of staff;
- Pupils may be excluded from an activity or all activities and placed under the supervision of a teacher instead;
- Parents will be contacted and informed of the problem where an initial verbal warning proves ineffective or where an incident is of sufficiently serious concern;
- Pupils/parents will be liable for the cost of any damages for which they are responsible during a trip;
- Pupils in breach of the code of conduct may not be permitted to participate in future school trips;
- In serious cases, a pupil could be sent home early and parents would have to incur the additional costs arising from this;
- Taking photographs of staff and pupils without consent is a breach of school rules;
- Any publication of photographs taken without consent will entail suspension from school;
- The School Policy on Drugs will be implemented if required during the trip;
- All sanctions imposed will be reviewed by the management of the School.

**Signed - Parent / Carer:** \_\_\_\_\_

**Signed - Pupil:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 2

### CODE OF CONDUCT FOR ALL LEADERS, STAFF AND SUPERVISORS

Adult supervisors leading and accompanying a group of pupils are at all times bound to follow the School's Child Protection Policy.

Given the particular circumstances of educational trips, adult supervisors must adhere to the Educational Visits Policy and the following additional guidelines:

- Supervisors must discuss and agree supervisory duties in advance of the trip and carry out all duties so assigned throughout the period of the trip;
- Supervisors must ensure that their relationships with pupils are appropriate to the age and gender of the pupil, taking care that their conduct does not give rise to comment or speculation;
- Supervisors must not enter the bedrooms or sleeping accommodation of pupils unless accompanied by another supervisor except in an emergency or when such action is completely unavoidable;
- A supervisor should avoid situations in which he/she is alone with a pupil. If such a situation is unavoidable, the supervisor should as far as possible ensure that he/she is in a public place with the pupil;
- Supervisors must avoid all physical contact with pupils, unless engaging in administering first aid or as part of the School's Reasonable Force policy;
- Supervisors must not consume alcohol during the trip;
- Supervisors must not smoke in the presence of pupils during the period of the trip;
- Supervisors must ensure that their own conduct is appropriate in the circumstances and would not give rise to comment or speculation;
- If any incident occurs during the trip where a supervisor feels that his/her actions may have been misconstrued, the supervisor should report the incident to the Group Leader immediately and should, on return to the School, provide a written and verbal report of the incident to the Designated Teacher and Principal.

*This Policy will be reviewed biennially by the principal and Principals and updated in light of any additional direction from the Department of Education or evidence gained from ongoing school activities and trips.*

January 2023